

**VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**TRANSPORTATION PLANNING AND MOBILITY DIVISION**  
**INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM**

GENERAL SUBJECT: Land Use Permit Regulations		NUMBER: IIM-TMPD-541 IIM-TE-383 IIM-OD-16-01
SPECIFIC SUBJECT: Requests for Marking VDOT Utility Location		DATE: March 7, 2016
		SUPERSEDES: N.A.
TMPD APPROVAL: Marsha C. Fiol State Transportation Planner Approved March 7, 2016	TRAFFIC ENGINEERING APPROVAL: Raymond J. Khoury, PE State Traffic Engineer Approved February 24, 2016	
OPERATIONS DIVISION APPROVAL: Dean H. Gustafson, PE, PTOE State Operations Engineer Approved March 1, 2016		

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EFFECTIVE DATE

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This memorandum applies to all requests to VDOT from land use permit holders on or after March 10, 2016, requesting the marking of underground VDOT utilities in accordance with the Land Use Permit Regulations.

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PURPOSE/SCOPE/REQUIREMENTS

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VDOT maintains certain underground utilities within its right-of-way. Underground VDOT utilities exist throughout the state highway system for a variety of transportation related purposes and are no longer confined to be in general proximity to traffic signals. Many of these utilities support critical infrastructure used to manage the transportation system and there would be significant disruption to Virginia road users should there be any damage to the utilities.

VDOT is specifically exempted by the Code of Virginia (§ 56-265.16:1) from the requirement to join the statewide utility notification center, commonly called Miss Utility, operated under the jurisdiction of the State Corporation Commission. VDOT has exercised this exemption and is not part of Miss Utility.

[Section 40](#) of the Land Use Permit Regulations ([24VAC30-151](#)) requires that permit holders avoid damaging VDOT owned facilities (subsection G) and, if conducting any excavation within 1,000 feet of a traffic signal or adjacent to other VDOT utilities, must contact VDOT on the business day preceding 48 hours before the excavation. This notification period is to:

- Give VDOT the opportunity to mark underground VDOT utilities to help protect them from damage; and
- Make VDOT aware of activity near VDOT utilities so that if damage occurs, the responsible party can be determined in an efficient manner.

*Note: The 48 hour time limit does not begin until 7 A.M. the business day following receipt of the utility location request by VDOT. State holiday and weekends are not considered to be business days. Underground VDOT utility location requests received after 4:30 P.M. shall be considered to be received by VDOT on the next business day.*

As there is potential for underground VDOT utilities anywhere within the state right-of-way, all permit holders excavating on the state highway system that may impact VDOT utilities should follow these notification and marking procedures prior to commencing excavation.

This memorandum establishes VDOT's procedures for accepting requests for underground VDOT utility marking locates and the procedures, roles and responsibilities for acting on such requests.

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## PROCEDURES

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**Permit Holder:** The permit holder or their agent shall either contact the designated land use office or local signal shop (as directed by the Area Land Use Engineer), or the Customer Service Center (1-800-367-7623). If the request is for work in Northern Virginia District, permit holders must use the online [Utility Marking System](#), to meet the notification requirement of the regulations. The permit holder shall not commence excavation until the underground VDOT utilities have been marked, VDOT has notified the permit holder that no utilities are present at the excavation site(s), or the 48 hour time limit per 24VAC30-151 has expired (except as noted below).

**VDOT Staff or Representatives Receiving Underground Utility Locate Request:**

When received, requests for underground VDOT utility locates shall be immediately directed to the appropriate Regional Operations Director or their designee utilizing the appropriate District “Utility Locate” AMS group. Members of the “Utility Locate” AMS groups will be determined by the Regional Operations Director, and should include at a minimum, the regional staff and Area Land Use Engineer. Requests for utility locate in Northern Virginia District must be entered by the applicant through the online [Utility Marking System](#).

**VDOT Regions:** The Regional Operations Director or their designee(s) shall mark all VDOT Operations maintained underground utilities, including but not limited to those used to support traffic signals, traffic counting equipment, weather monitoring, ITS devices, and Transportation Operations Center networks, within the timeframe established in 24VAC30-151.

When the locate request is in the vicinity of underground VDOT utilities maintained by non-Regional VDOT offices, the Regional Operations Director or their designee shall notify those office(s) of the utility locate request.

Once all underground VDOT utilities are marked, or it is determined that no VDOT facilities are impacted, the Regional Operations Director or their designee shall notify the permit holder, preferably via email, with a copy to the Area Land Use Engineer.

If it is expected that it will take additional time to mark underground VDOT utilities beyond the timeline established in 24VAC30-151, the permit holder shall be notified of the expected timeframe for conducting the marking. This notification can occur during permit issuance or upon receipt of the request by the marking party, but should be made as early in the process as possible.

**Operations Division, Traffic Engineering Division, or other VDOT offices:** Those VDOT Divisions and/or offices that own underground utilities are responsible for providing the Region with the approximate location of their underground utilities within that Region. When notified by the Regional Operations Director or their designee that a utility locate has been requested in the vicinity of their underground utilities, those VDOT Divisions and/or offices shall mark such underground utilities within the timeframe established by 24VAC30-151. Once all underground VDOT utilities are marked, or it is determined that no VDOT facilities are impacted, those VDOT Divisions and/or offices shall notify the Regional Operations Director or their designee that the task has been completed.

When underground VDOT utility marking locates are to be completed by the Region in support of another VDOT Division’s or VDOT office’s project, that VDOT Division or office shall provide the Region the associated charge codes that can be used by Regional Operations for expenditures associated with administering the underground utility marking process.

**Area Land Use Engineer:** The local land use staff under the direction of the Area Land Use Engineer shall support all underground VDOT utility owners (Regional Operations, other VDOT Divisions, and VDOT offices) in administering and enforcing the requirements the Land Use Permit Regulations, including, but not limited to, compliance with VDOT notification process for underground VDOT utility locates, requiring repair of damaged underground VDOT utilities by excavators, and facilitating, to the extent possible within established funding allocations, reimbursement to Regional Operations for expenditures associated with administering the underground utility marking process.

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## NOTES

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- A tutorial on customer use of the Northern Virginia District's Utility Marking System is available at <https://www.youtube.com/watch?v=AMS6J5Ff4w8>
  - [The VDOT Web Services Utility Marking System, used by Northern Virginia District and Northern Regional Operations Office, may be accessed at http://www.vdotutilitymarking.virginia.gov/Account/Login.aspx?ReturnUrl=%2f](http://www.vdotutilitymarking.virginia.gov/Account/Login.aspx?ReturnUrl=%2f)
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## REFERENCES

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- Information on the Land Use Permit Regulations is available on VDOT's external website at <http://www.virginiadot.org/business/bu-landUsePermits.asp>.